



MANAGER OF DEVELOPMENT

Parenting Journey's mission is to assist and inspire families in becoming more resilient by supporting them in developing the inner strengths, life skills, and networks of resources they need to succeed.

ABOUT THE ORGANIZATION

Parenting Journey is a nonprofit Training Institute serving social services agencies and clinicians nationally and globally by helping parents build stronger, more resilient families. Since its founding in 1982, Parenting Journey has trained more than 3,300 human service professionals who offer Parenting Journey's programs at more than 500 sites/organizations nationally and internationally, to the benefit of more than 52,000 parents and their 130,000 children.

Parenting Journey's model is experiential and sits at the intersection of social justice, equity, and clinical practice by applying trauma-informed and strengths-based strategies for family development and resilience. Our work is anchored in Parenting Journey, our signature program. We also offer specialized versions of the program for immigrant parents and parents in recovery, and we are planning an expansion of our training, coaching, and advisory offerings. We serve several professional audiences by:

- Partnering with parent- and family-serving organizations to provide transformative experiences through trauma- and stressor-informed programs
- Engaging professionals and paraprofessionals working with families at risk and under-resourced communities to discern and build on the strengths of those they serve
- Equipping clinicians to incorporate these therapeutic strategies into their practice

Parenting Journey is undertaking a phase of expansion and investment that will highlight its training institute while capturing its attention to innovation, community and parent support, along with field building on a national and international scale. Our goal is to transform the health and well-being of families by expanding the adoption of Parenting Journey programs and practices in a way that is deeply intertwined with host agencies' core mission and service models.

THE ROLE

Reporting to the Executive Director, the Manager of Development will support all grant writing and fundraising efforts in support of Parenting Journey's annual goals.

The Manager of Development's responsibilities will be:

- Assist in identifying funding opportunities including individual donors, and grants/contracts from foundations, corporations, and government entities.
- Develop and write grant proposals or related documents to foundations, other grant-making entities, and individuals persuasively communicating the organization's mission and programs to potential funders.
 - Assemble and submit grant requests, including letters, proposals, budgets, and presentations.
 - Establish and maintain individual contacts and relationships with points of contacts and program officers, as needed.
 - Coordinate all grant processes (e.g. evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with funder guidelines.
 - Maintain calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports.
- Identify funding opportunities and new program areas to match Parenting Journey priorities, using research tools.
- Vet, organize, and prioritize lists to identify top prospects for relevant outreach.
- Provide support for management and production of semi-annual appeals for all leadership donors.
- In collaboration with the marketing team, successfully plan and execute donor cultivation meetings and events as needed.
- Lead efforts to engage younger donors through successful email/social campaigns
- Responsible for maintaining accurate prospect and donor records in Salesforce and in files.

Note: this listing represents the majority of day-to-day responsibilities in this role, but other duties may be assigned as needed.

THE IDEAL CANDIDATE

- Proven track record of achieving revenue targets and securing new funding opportunities from both individual and institutional donors.
- Organized with the ability to juggle many different grants and funding opportunities
- Solid understanding of budgets as they relate to proposals and grants
- Bachelor's degree
- 2-4 years of relevant experience are required

POSITION PROVISIONS

This is a full-time position

Parenting Journey is an Equal Employment Opportunity and Affirmative Action Employer and looks forward to an inclusive hiring process. It encourages a broad range of applicants, including candidates from diverse backgrounds and cultures.

SALARY: Salary range is \$75,000-85,000 based on qualifications and experience. Please note, in an effort to increase equity and because salary negotiations tend to have an unfair bias, Parenting Journey will not participate in a salary negotiation process for this position. Parenting Journey will make its best offer, and it will use the same criteria for all offers.

TO APPLY

Please email a cover letter and resume to joinourteam@parentingjourney.org with subject line: Manager of Development. Position open until filled. For more information about Parenting Journey, please visit our website at www.parentingjourney.org.